
 <p><b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b></p>	<b>7.4 Site-Specific Hazard Assessment Procedure</b>			
	Revision Number: <b>R0</b>		Number of Pages: <b>4</b>	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

## SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

### PURPOSE

The purpose of this procedure is to reduce frequency and/or severity of incidents by providing information, resources and guidance to assist in developing site-specific health and safety plans (SSSP) for large projects.

SSSP's document specific controls required to mitigate known hazards through anticipation of foreseeable site-specific conditions and safety requirements prior to mobilizing on site.

The procedure provides a framework for consistent hazard identification, mitigation, and communication used to plan and carry out legislative, customer and Occupational Health and Safety Management System (OHSMS) requirements. In addition, the plan outlines roles and responsibilities for planning and communications.

### DEFINITIONS

**OHSMS**: Occupational Health and Safety Management System.

**Site-Specific Safety Plan (SSSP)**: A standard formal safety plan specific to a construction project.

### SCOPE

This procedure applies to all projects expected to last more than three (3) months.

The objective for a SSSP is to achieve the highest degree of safety possible through work planning hazard identification and risk mitigation specific to the conditions, scope of work, regulatory requirements, known and potential hazards and environmental factors.

SSSPs include both foreseeable, actual and potential hazards as well as controls and mitigation measures documented in detail. Documentation includes applicable requirements of the OHSMS, safe work procedures, practices, legislative responsibilities, and requirements to reduce risk to people, the environment and equipment.

Information considered includes but is not limited to, the project scope of work, known work methods, responsibility assignment, training, competency, pre-construction activities, mobilization, traffic flow, hazardous materials, inspections, security, hygiene, protective equipment, tools, materials, emergency response, mitigation measures, emergency contacts, legislative and customer requirements.

The SSSP will be reviewed as a part of site-specific orientation and a reference for daily work planning.



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### PROCEDURE

#### Planning

- During the planning phase, the health and safety team will act as a resource to the project management team providing expertise and in-depth knowledge of requirements.
- The project manager will provide details provided by the customer (contract and scope of work) for a description of the scope of work on the SSSP template.
- This information from the contract, scope of work, site visits, regulatory and OHSMS requirements will be used to develop a SSSP.

#### Assessment

- The SSSP is used to record specific hazards and mitigation measures in detail, documenting potential and actual hazards, controls, applicable safe work procedures, practices, legislative responsibilities, and mitigation measures to reduce risk to people, the environment and equipment.
- The assessment includes but is not limited to the project scope of work, work methods, responsibility assignment, training, competency, pre-construction activities, mobilization, traffic flow, hazardous materials, inspections, security, hygiene, equipment, tools, materials, and emergency response, safety concerns, mitigation measures, emergency measures, contacts, legislative and customer requirements.
- All persons doing assessments must be competent people based on knowledge, training, and experience in the performance of the jobs.

#### Responsibility Assignment

The project manager, health and safety team or delegate will document:



- Assigned responsibilities (supervision, first aid, emergency response, safety representatives, etc.).
- Ensure selected employees are competent to carry out assigned roles.
- Determine and document the emergency points of contact for the project including:
  - Health & Safety Team
  - Sr. Managers
  - Superintendents
  - Project Manager
  - Site Supervisor

This list may vary based on the stages of the project. Supervisors and workers may change; however, the management representatives will remain consistent.

#### Emergency Information

The project manager, health and safety team or delegate will document:

- The address and contact phone numbers for the project site.
- Contact information and address of the closest hospital.

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- A map detailing the site and hospital address and route from site to the hospital.
- Contact information for the closest emergency services (911- police, fire, ambulance).
- Contact information for the Poison Control Centre.
- Contact information for the Spills Action Centre.
- Contact information for the Ministry of Labour, Immigration Training and Skills Development.

### Site Set Up

The project manager or delegate will document:

- The site trailer location (if applicable).
- The lunch trailer location (if applicable).
- The contractor trailer location (if applicable).
- The laydown and delivery area.
- The washroom and facilities area.
- The muster point(s).
- Traffic plans (if applicable).
- Equipment and vehicle parking areas.
- Security requirements.
- Restricted areas (if applicable)
- Hazardous materials.
- Signage, fencing, barricades, traffic control.

### Emergency Response



Develop and document plans to manage emergency situations including:

- Emergency contacts.
- Gathering or muster area.
- Medical emergencies.
- Fire emergency.
- Severe weather including tornado, flood, blizzard, lightning.
- Site specific rescue plans (where required).
- First aid person(s).

### Documenting the SSSP

Document the SSSP including but not limited to:

- Description and objective of the project and restrictions (if any).
- Assignment of responsibility.
- On-site safety representation (Joint Health and Safety Committee or Worker Representative).
- Point of contact for safety related issues and stop work authority.
- Work planning and pre-construction checklists.
- Hazardous materials.
- Inspections/audits.

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- Security.
- Personal hygiene and facilities.
- Tools equipment and materials.
- Project mobilization.
- Orientation and training.
- Safety meetings.
- Incident reporting and management.
- Contractor management.
- Emergency response.
- Extreme weather.
- Disciplinary measures.
- SSSP review.

**Documenting the Plan**

Communicate the SSSP to the project manager and supervisors as required.  
Review and modify the SSSP as required.

**Documentation, Review and approval and Retention**

SSSP's are living documents updated as stages of construction, supervisors and emergency contacts change.

Ongoing review of health, safety, environmental requirements, and mitigation measures to ensure worker safety compliance with the OHSMS, customer and legislative requirements will be carried out as work progresses.

SSSP's will be modified as changes to site conditions, scope of work or as new hazard information becomes known.

Changes to SSSP(s) will be communicated at the next daily safety meeting.